

Summer 2019 Enrollment Management Calendar

Tuition Refund Policy

The Registrar's office has been designated as the official office for drop and withdrawal notification. Refunds are calculated based on the day a student officially drops a class after which a Drop/Withdrawal Form is received by the Student Services Department in the main office of Manhattan Area Technical College. Students who have completed registration in a class and wish to withdraw from a class or classes in which they are enrolled, a completed drop form must be received by the Registrar's Office within the below specified time Period. Students turning in drop forms to the Registrar's Office within the required time period will receive the following refund:

<u>Courses Equal to or Greater than 9 weeks</u>	
100% Refund	5 business days of the course start date
50% Refund	10 business days of the course start date

<u>Courses 8 weeks or Less (Including Summer Courses)</u>	
100% Refund	2 business days of course start date
50% Refund	4 business days of course start date

No refund will be given after the refund periods. A specific date for the end of the refund period for each semester will be published in the academic calendar for that semester. If MATC exercises its right to cancel a class, a full refund will be issued.

*Important note regarding programs requiring seat deposits, tools, and uniforms: Seat deposits, tools, and uniforms are NOT ELIGIBLE for refund.

Drop/Withdrawal Policy

An official drop/withdrawal is the date a completed Drop/Add or Withdrawal Form is received by the Student Services Department in the main office of Manhattan Area Technical College. **A student considering withdrawal should first talk with an MATC advisor or instructor for clarification of options.**

If a course is equal to or greater than 9 weeks, a student may officially drop from a course with no transcribed notation of enrollment if the Drop/Add or Withdrawal form is completed and received by the MATC office within 5 business days of the start of the course. If a course is 8 weeks or less, a student may officially drop from a course with no transcribed notation of enrollment if the Drop/Add form is completed and received by the MATC office within 2 business days of the start of the course. A grade of W will appear on the student's transcript if the student officially withdraws from a course prior to 75% of the course being completed for the semester (see the enrollment calendar for exact dates). If 75% of the course has been completed, an earned grade cannot be changed to a W, and the student will receive a transcribed grade based on work completed relevant to the course requirements. Refer to the Tuition Refund Policy in the Financial Obligations section of the catalog for applicable refund dates.

Students are encouraged to talk with the Student Retention Specialist prior to drop/withdrawal of courses.

Automotive Technology

Course Code	Section	Course Title	Begin Date	End Date	# of weeks	Last Day to Drop for 100%	Last Day to Drop for 50%	Last Day to Withdraw
AMT 109	1B3T1	Intro to Automotive Technology	06-03-2019	06-13-2019	2	06-04-2019	06-06-2019	06-11-2019

Biotechnology Laboratory Technology

Course Code	Section	Course Title	Begin Date	End Date	# of weeks	Last Day to Drop for 100%	Last Day to Drop for 50%	Last Day to Withdraw
BIO 210	1I3T1	Molecular Techniques	05-20-2019	08-02-2019	11	06-04-2019	06-06-2019	06-11-2019
BIO 250	1I3T1	Molecular Techniques Lab	05-20-2019	08-02-2019	11	05-24-2019	06-03-2019	07-16-2019
BIO 280	1L3T1	Cell Culture Techniques	05-28-2019	07-19-2019	8	05-29-2019	05-31-2019	07-08-2019
BIO 281	1F3T1	Cell Culture Techniques Lab	05-28-2019	07-19-2019	8	05-29-2019	05-31-2019	07-08-2019
BIO 290	1N3T1	Biotechnology Internship	06-10-2019	08-02-2019	8	06-11-2019	06-13-2019	07-19-2019

Continuing Education, Workforce Development, & Allied Health

Course Code	Section	Course Title	Begin Date	End Date	# of weeks	Last Day to Drop for 100%	Last Day to Drop for 50%	Last Day to Withdraw
ALH 051	1F3C1	Certified Nurse Aide Update	06-13-2019	06-13-2019	1 Day	See Flyer for Dates	See Flyer for Dates	See Flyer for Dates
ALH 060	1B3P1	Certified Medication Aide	06-04-2019	07-19-2019	7	06-05-2019	06-07-2019	07-08-2019
ALH 060	1B3P2	Certified Medication Aide	07-30-2019	09-10-2019	16	08-05-2019	08-12-2019	10-18-2019
ALH 100	1B3P1	Certified Nurse Assistant	06-10-2019	07-10-2019	5	06-11-2019	06-13-2019	07-03-2019
ALH 100	1B3P2	Certified Nurse Assistant	07-22-2019	08-21-2019	5	07-23-2019	07-25-2019	08-14-2019

Dental Hygiene

Course Code	Section	Course Title	Begin Date	End Date	# of weeks	Last Day to Drop for 100%	Last Day to Drop for 50%	Last Day to Withdraw
DHT 110	1I3T1	Oral Pathology	06-10-2019	08-02-2019	8	06-11-2019	06-13-2019	07-19-2019

Electric Power & Distribution

Course Code	Section	Course Title	Begin Date	End Date	# of weeks	Last Day to Drop for 100%	Last Day to Drop for 50%	Last Day to Withdraw
EPD 199	IN3T1	Utility Internship	06-10-2019	08-02-2019	8	06-11-2019	06-13-2019	07-19-2019

General Education

Course Code	Section	Course Title	Begin Date	End Date	# of weeks	Last Day to Drop for 100%	Last Day to Drop for 50%	Last Day to Withdraw
BSC 110	1F3G1	Biology--KRSN BIO1010	06-10-2019	08-01-2019	8	06-11-2019	06-13-2019	07-19-2019
BSC 205	1F3G1	Microbiology	06-10-2019	08-01-2019	8	06-11-2019	06-13-2019	07-19-2019
CHM 105	1F3G1	Intro to Chemistry -- KRSN CHM1030	06-10-2019	08-02-2019	8	06-11-2019	06-13-2019	07-19-2019
COM 105	1L3G1	English Composition I-- KRSN ENG1010	06-10-2019	08-02-2019	8	06-11-2019	06-13-2019	07-19-2019
COM 106	1F3G1	English Composition II-- KRSN ENG1020	06-10-2019	07-31-2019	8	06-11-2019	06-13-2019	07-19-2019
COM 106	1L3G1	English Composition II-- KRSN ENG1020	06-10-2019	08-02-2019	8	06-11-2019	06-13-2019	07-19-2019
COM 115	1F3G1	Public Speaking--KRSN COM1010	06-10-2019	07-31-2019	8	06-11-2019	06-13-2019	07-19-2019
COM 116	1L3G1	Interpersonal Comm--KRSN COM1020	06-10-2019	08-02-2019	8	06-11-2019	06-13-2019	07-19-2019
MAT 108	1F3G1	Beginning Algebra	06-11-2019	08-01-2019	8	06-12-2019	06-14-2019	07-19-2019
MAT 110	1F3G1	Intermediate Algebra	06-11-2019	08-01-2019	8	06-12-2019	06-14-2019	07-19-2019
MAT 135	1F3G1	College Algebra--KRSN MAT1010	06-11-2019	08-01-2019	8	06-12-2019	06-14-2019	07-19-2019
MAT 145	1F3G1	Elementary Statistics-- KRSN MAT1020	06-11-2019	08-01-2019	8	06-12-2019	06-14-2019	07-19-2019

NTR 105	1L3G1	Nutrition--KRSN HSC1010	06-10-2019	08-02-2019	8	06-11-2019	06-13-2019	07-19-2019
PSY 100	1L3G1	General Psychology--KRSN PSY1010	06-10-2019	08-02-2019	8	06-11-2019	06-13-2019	07-19-2019
PSY 125	1L3G1	Human Growth & Dev--KSRN PSY2020	06-10-2019	08-02-2019	8	06-11-2019	06-13-2019	07-19-2019
SOC 100	1L3G1	Intro to Sociology-KRSN SOC1010	06-10-2019	08-02-2019	8	06-11-2019	06-13-2019	07-19-2019

Medical Laboratory Technology

Course Code	Section	Course Title	Begin Date	End Date	# of weeks	Last Day to Drop for 100%	Last Day to Drop for 50%	Last Day to Withdraw
MLT 2988	1N3T1	Clinical Internship for MLT	05-28-2019	08-16-2019	12	06-03-2019	06-10-2019	07-26-2019

Welding Technology

Course Code	Section	Course Title	Begin Date	End Date	# of weeks	Last Day to Drop for 100%	Last Day to Drop for 50%	Last Day to Withdraw
WLD 100	1B3T1	Welding Safety/OSHA10	06-17-2019	06-24-2019	1	06-18-2019	06-20-2019	06-20-2019
WLD 116	1B3T1	Fabrication	06-25-2019	07-01-2019	1	06-26-2019	06-28-2019	06-28-2019
WLD 140	1B3T1	Intro to SMAW	07-02-2019	07-11-2019	1	07-03-2019	07-09-2019	07-09-2019
WLD 150	1B3T1	Intro to GMAW	07-12-2019	07-25-2019	2	07-15-2019	07-17-2019	07-22-2019
8wk course or less								
H.S./Dual Credit Course								